**IT Applications, Ch 7, Information Management**

Information management and its importance to organisations and the strategies used by organisations to store, communicate and dispose of their data and information.

**Importance of data and information to organisations**, p 249

Characteristics of information

1. Distinguish between data and information.

Data refers to the raw, unorganised facts, figures, and symbols fed to a computer during the input process. Information is obtained when data is manipulated by the computer processor into a meaningful and useful forms and it becomes the output stage.

Qualities of information

2 Elaborate briefly on the following qualities of information:

* Completeness

It is important that all the relevant information. A report is not complete if the intended user has to find additional information. Sometimes it can be difficult to determine exactly what information is required.

* Timeliness

Information must be timely to serve its purpose. There is no point, for example, in receiving notification of your schools speech night after the event has been held.

* Accuracy

Information must be accurate. Incorrect information will lead to wrong decisions being made or problems remaining unsolved. Even if the source data is correct, information produced by a computer may be inaccurate.

* Unbiasedness

It is vital that the output from an information system remains unbiased. This means that the process must be carefully designed. Biased outputs will adversely distort the decision making process and inhabit the effectiveness of any solution implemented by the user.

* Clarity

If the intended message or conclusion of a report is not clear, the effectiveness of the message will be diminished, even if all the information is included. If the information is hard to find, the report is not effective.

1. Distinguish between an organisational goal and a mission statement.

The mission statement defines the organisations purpose, or what it is trying to achieve. The mission of most companies is to make a profit. To support the mission statement organisational goals will be outlined. Organisational goals explain how the business intends to go about achieving its mission.

4 What is the role of the system goal?

**Legal Obligations, key laws relating to uses of information and ICT.**

1. Privacy Act 1988
   1. List the 3 main areas of the Privacy Act 1988.

The 3 main areas of the privacy act 1988 are safeguard to the collection and use of tax file numbers by federal government agencies. Also protection of individual’s private information stored by federal government agencies. And information about peoples credit-worthiness held by credit reporting agencies and credit providers.

* 1. List the 11 information privacy principles.
* Manner and purpose of collection of personal information
* Solicitation of personal information from individuals concerned
* Solicitation of personal information generally
* Storage and security of personal information
* Information relating to records kept by record-keeper
* Access to records containing personal information
* Alterations of records containing personal information
* Record keeping to check accuracy of personal information
* Personal information to be used only for relevant purpose
* Limits on use of personal information
* Limits on disclosure of personal information
  1. What amendments were made to the Privacy Act 1988 to address limitations?

In particular the rapid growth of technology translations, especially over the internet, led by many people to demand some legal protections for those who might gather data about internet browsing habits.

* 1. List the provisions under the Act from p 255.

The act has provisions specifically addressing the use of personal data for direct marketing via email, which can be only be used with the consent of the individual concerned.

1. Information Privacy Act 2000
   1. Describe the nature of this Act.

The nature of this act is enables the right of individuals or organisation to disallow or restrict the information used against them. It has become more important due to the large amounts of personal data now being stored which has increased the potential for unauthorised use.

1. Health Records Act 2001
   1. Why was this legislation introduced?

They bought this legestration because this act covers both the government and private medical sector sand details the rights of individuals & the responsibilities of organizations that hold information. It also allows a greater level of exemptions and exclusions than other privacy legislation; Example. Requests by family members in an emergency when you can’t give your consent & your life is threatened, serious threat to public health And welfare.

* 1. Describe the provisions of this Act.

The nature of this act is:

* It allows people to access their own medical information
* Health privacy principles based on the 11 information privacy principles
* Health information can only be used for the primary purpose for which it was gathered, eg. Not disclosed to a third party, eg. Medical insurance company.
* It also covers in greater detail the manner in which information can be used, especially in research
* Established a Health Services Commissioner
* Maximum penalty for an organization is $300,000 and $60,000 for non-corporate cases.

1. Copyright Act 1968
   1. Define intellectual property and what it applies to?

Intellectual property might be defined as any product of human thought that is unique and not self-evident. It applies to text like books and journals, music, videos, broadcast and computer programs.

* 1. Describe the provisions of this Act?

The provision of this act is copyright is automatic and free as soon as the intellectual property is written down or recorded in some tangible way. You do not even need to publish your work or include copyright warnings for copyright to apply.

* 1. What does the Copyright Act not apply to?

The copyright act does not cover ideas, concepts, styles, techniques, information, names, titles, slogans, people and images of people.

* 1. What was the significance of the Australia-United States Free Trade Agreement, (AUSFTA)?

As a result of the AUSFTA concluded between Australia and the United states in 2004, Australia copyright act had to be amended to fit in with current USA copyright laws as well as to become a party to the world intellectual property organization copyright treaty and the Worlds intellectual property organization Performances and phonograms treaty

* 1. How long does copyright apply for?

Copyright applies for the life of the creator plus 70 years

When is copyright infringed?

Copyright is infringed if copyright material is used without permission, in one way or exclusively reserves the copyright owner. This means that someone may not use a whole part of a work, including changing or adding to it without seeking permission.

* 1. List the exemptions to copyright, p 260.

New exemptions relating to personal use of recorded works have allowed consumers the right to make copies of works they have purchased and transfer them into other formats for personal use. This means it is legal to copy music from CDs you own into MP3 format to be used on a personal music player.

* 1. What are the penalties for infringing copyright?

1. The penalties for copyright is most of these actions and can be tried in court. Usually these offences are criminal offences and you can go to jail.
2. Charter of Human Rights and Responsibilities
   1. From p 266 (sections 13, 14 and 15) list the human that protected in Victoria under the following:
      1. Privacy and reputation

A person has the right to not have his or her privacy, family, home or corresponding unlawfully or arbitrarily with and not have his or her reputation unlawfully attacked.

* + 1. Freedom of thought, conscience, religion and belief

Every person has the right to freedom of thoughts, conscience, religion and brief including the freedom to have and adopt a religion or belief of his or her choice. Also the freedom to demonstrate his or her religion or belief worship, observance, practice and teaching, either individually or as part of a community in public or private.

* + 1. Freedom of expression

1. Spam Act 2003
   1. What is spamming?
   2. Why was the Act introduced?
   3. What are the three conditions that must be met by any commercial electronic message?
   4. What messages are covered by the Act?
   5. What messages are not covered by the Act?
   6. List the financial penalties of breaching the Act.